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Governor

DIVISION OF WORKFORCE DEVELOPMENT

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DWD Issuance 01-01

Subject: Use of Supplemental Data for WIA Performance Reporting

1. **Purpose:** To allow local areas to use employer and customer follow-up to supplement UI wage data in WIA performance reporting.
2. **Substance:** Effective 7/1/2001, Missouri will permit the use of supplemental data as outlined in TEGL 7-99 to establish employment status for clients who do not show up in UI wage records. Supplemental data may be used to verify first quarter employment for the Entered Employment, Employment Retention, and Credential Measures. Supplemental data may also be used to count as verification of employment in the third quarter after exit for the Retention measures. Supplemental data will not count toward the Earnings Change/Replacement Measures.

While the majority of employment in Missouri's workforce is "covered" and will be in the UI wage records, certain types of employers and employees are excluded by Federal unemployment law standards or are not covered under the State's UI law. Among the groups of employees that are not covered are typically, Federal employees, postal service employees, military, railroad employees, employees of employers that are out-of-state, those who are self employed, some agricultural workers, and employees whose earnings are based on commissions. TEGL 7-99 recognizes two primary methods of obtaining supplemental employment information of these "uncovered" employees. These are:

- 1) case management, follow-up services, surveys of participants, and/or verification with the employer; and
- 2) Record sharing and/or automated record matching with administrative records. These databases include, but are not limited to:

- Office of Personal Management (Federal Career Service);
- United States Postal Service;
- Railroad Retirement System;
- State Department of Revenue or Tax (State income tax for self-reported occupations);
- US Department of Defense; and
- Government Employment Records (State government, local government, judicial employment, public school employment, etc.)

Local areas may utilize either of these methods, as described, to follow-up on participants that have exited all WIA services. As it provides the strongest independent documentation Records Sharing is the preferred form of verification and must be used whenever possible. Follow-up surveys of participants and employers should only be used if third party verifications are not reasonably attainable. In either case appropriate documentation must be maintained in the participant file.

Local areas may wish to establish mutual assistance agreements with One-Stop Operators of Workforce Investment Boards in adjoining states to access and interchange the UI wage records information on participants who enter employment across state lines (verification that the client appears in that State's Wage record with earnings more than zero, actual exchange of wage records is not required). A formal state to state agreement called the Wage Record Interchange System (WRIS) is being developed and will eventually allow for such exchanges to be managed at the state level. But until the system is activated and all adjoining states are members of the interchange the state will depend on supplemental information to determine state and local area performance in the Entered Employment, Employment Retention, and Credential Measures.

A statistically valid sample of the documentation of supplemental verification will be included among the participant files reviewed by Field Services Staff of the Division of Workforce Development during their continuous improvement reviews. Acceptable documentation of employment and employment retention may include, but is not necessarily limited to:

- Letters, personnel forms or printouts from the Office of Personnel Management, U.S. Postal Service, Railroad Retirement Service, U.S. Department of Defense, and other State and Local Government Employment entities;
- State Department of Revenue or Tax Records;
- State Incorporation and local business licensing records (for self employed);
- Letters, rosters, payroll records or pay stubs from employer;
- Employment attestation forms (copy attached) signed by employer; or

- Telephone contact form (copy attached) documenting that either the employer or the participant has been contacted and the employment information that is provided (telephone contacts are acceptable as primary means for documentation of retention but should be used only as a last resort for initial employment).

Acceptable documentation of receipt of a credential may include, but is not necessarily limited to:

- A copy of the credential received;
- A letter from the institution or entity issuing the credential;
- Telephone Contact forms (copy attached) documenting that either the training entity or the participant has been contacted, and the credential information that is provided.

3. Action Local areas should conduct supplemental verifications on (at the discretion of the local area) either all exited participants or all exited participants who are at a high risk of not being included in the UI database. Results should be entered into the appropriate field on the Toolbox Case Management System and documentation retained in the participant file. For additional information local areas should consult *WIA Performance Handbook, Addendum 1, Supplemental Data*.
4. Contact: Questions or comments regarding this issuance should be directed to Lindell Thurman, Manager of the Field Services Section of DWD (573-751-7895) or to Tom Reed of the Field Services Section (573-526-8240). Questions relating to WIA performance should be directed to Michael Waltman of the Planning and Research Section of DWD (573-751-7897).
5. Cross/
Historical U.S. Department of Labor, Employment and Training Administration TEGL 7-99 and DWD Issuance 07-00.

Rick Beasley, Acting Director

RB/LT/TR/jw

cc: John Cope
DWD Assistant Directors
DWD Managers

Employment Attestation Form

I, _____ am _____
(name) (job title)
and have direct knowledge that _____ is an
(name of employee)
employee of _____ and has
(Employer/Company Name)
been employed by said employer since _____, _____.
(month) (day) (year)

(Signature)

(Date)

Release of Information

I hereby authorize _____
(WIA Entity)
to contact my employer to obtain information relating to my
employment for purposes of obtaining data relevant to WIA
performance.

(Signature)

(Date)

(Release of information may be either included on the Employment Attestation Form or may be a separate document.)

Employer Telephone Contact Form

I, _____, have made telephone contact with
(name of person conducting follow-up)

_____ of _____
(name of person contacted) (employer/company name)

and have learned that _____ is
(participant name)

currently employed by said employer/company and have been so employed

since _____, _____.
(month) (day) (year)

(Signature)

(Date)

Participant Telephone Contact Form

I, _____, have made telephone contact with
(name of person conducting follow-up)

_____ and have learned that he/she is
(participants name)

currently employed with _____
(employer/company name)

and have been so employed since _____, _____
(month) (day) (year)

and/or

has been issued a credential by _____
(issuing institution or entity)

that meets the standards of the local Workforce Investment Board. Such

credential was issued on or after _____, _____
(month) (day) (year)

(Signature)

(Date)

Institution Credential Telephone Contact Form

I, _____, have made telephone contact with
(name of person conducting follow-up)

_____ of _____
(name of person contacted) (issuing institution or entity name)

and have learned that _____ has
(participant name)

earned a credential that meets the standards of the Workforce Investment Board

as of _____, _____.
(month) (day) (year)

(Signature)

(Date)

Participant Telephone Contact Form

I, _____, have made telephone contact with
(name of person conducting follow-up)
_____ and have learned that he/she is
(participants name)
currently employed with _____
(employer/company name)
and have been so employed since _____, _____.
(month) (day) (year)

Out-of-State UI Contact

I, _____ am _____
(name) (job title)
for _____ have reviewed UI records for the
(Name of entity)
State of _____ and have learned that
_____ is an employee of
(name of employee)
_____ and has
(Employer/Company Name)
been employed by said employer since _____, _____.
(quarter) (year)

(Signature)

(Date)

Release of Information

I hereby authorize _____
(WIA Entity)
to contact my employer to obtain information relating to my
employment and/or educational attainment for purposes of obtaining data
relevant to WIA performance.

(Signature)

(Date)

(Release of information may be either included on the Employment Attestation Form or may be a separate document.)

Out-of-State UI Telephone Contact Form

I, _____, have made telephone contact with
(name of person conducting follow-up)
_____ who is _____
(name) (job title)
for _____ and who has reviewed UI records for
(Name of entity)
the State of _____ and have learned that
_____ is an employee of
(name of employee)
_____ and has
(Employer/Company Name)
been employed by said employer since _____, _____.
(quarter) (year)

(Signature)

(Date)

